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Subject: CDs of RI/FS documents
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Attachments: [Creating Web Ready PDFs for the EPA.doc](#)

Jim. Bob & Rick

This is to follow up on an item we discussed briefly at this morning's managers meeting. EPA is transitioning to electronic record keeping for our site file and the administrative record, and needs to have the LWG include a CD copy of future deliverables in addition to hard copies. We have attached some specifics on formatting so the documents can also be posted (we may not be posting all documents but should have a consistent format) on our Web Site. I will only need two hard copies of all future documents instead of 4. Please include one CD with the hard copy for Kristine Koch and a CD with my hard copies. Let me know if you have questions & thanks in advance for your assistance.

Chip Humphrey



Creating Web Ready PDFs for the EPA.doc